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14 MAR 1962

MEMORANDUM FOR: Director of Personnel

SUBJECT : Mobility of Specialists Within the Agency

- REFERENCES : (a) Inspector General's Survey of the Office of Logistics, June 61, Recommendation No. 10
- (b) Memo from D/Log from D/Pers, 31 August 61, Subject: Inspector General's Report of the Office of Logistics, Recommendation No. 10
- (c) Memo for D/Pers from DD/S dated 29 September 61, Subject: Mobility of Specialists Within the Agency

1. Pursuant to the suggestion of the DD/S contained in reference (c) a study has been completed on the extent to which there exists in the Agency specialists position categories which extend across Career Service lines to a degree sufficiently significant to warrant direct personnel management and utilization consideration other than that of the Career Service concerned, or which require a realignment of Career Service responsibilities. Various aspects of this problem have been reviewed previously in the Agency. Many proposals resulted, some of which were adopted and are reflected in the present career structure, others were not accepted for many reasons.
2. This review is concerned with those groups of positions that extend across major directorate lines and in which there is a high degree of transferability without extensive training. This is also concerned with the requirements of positions and not with the specific qualifications of individuals. For example, this would be concerned with legal positions but not with the case of a person with a legal education and membership in a bar in a non-legal position. Such cases are a matter for the qualifications register.
3. A review of the distribution of positions in the Agency results in a residual of five position categories which should be handled in a manner different from that which they are at present for improved personnel management. They are:
- A. Printing and Lithographic Positions
  - B. Motion and Still Photography
  - C. Illustrator and Visual Information
  - D. Courier
  - E. Automatic Data Processing.

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Since the recommendation which will follow for the personnel management of Motion and Still Photographers will be the same as that for Illustrators and Visual Information personnel the same recommendation will be applicable to both of these categories.

B. ILLUSTRATORS AND VISUAL INFORMATION

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[REDACTED]

this manner appears warranted in terms of specific needs. It would not appear feasible to reorganize graphics functions on a centralized basis.

(2) In view of the above and in order to assure more effective personnel management on an Agency-wide basis for motion and still photographers and graphics personnel the following is recommended: Two Boards or Committees be established; one for Motion and Still Photographers and the other for Graphics Personnel, both of which would have Agency-wide responsibility for the recruitment, development and assignment of such personnel. They would be composed of representatives of the three major directorates. The Office of Personnel would provide a Chairman and a Secretariat. Their charter would include the agreement of the Deputy Directors to the following:

(a) Vacancies will be filled by competitive selection of the individual most qualified and deserving of the developmental and advancement opportunity.

(b) Vacancies will not be filled or planned to be filled in graphic arts or still or motion photography without prior consultation with the Office of Personnel and consideration of all candidates on an Agency-wide listing maintained by the Office of Personnel.

(c) Transfers from one Career Service to another will be supported and encouraged providing the individual meets the standards and service requirements of the receiving Career Service.

(d) Releases from one Career Service jurisdiction to another if the individual selected for advancement or development in the absence of compelling considerations to the contrary.

(3) In Support of the Above Goals

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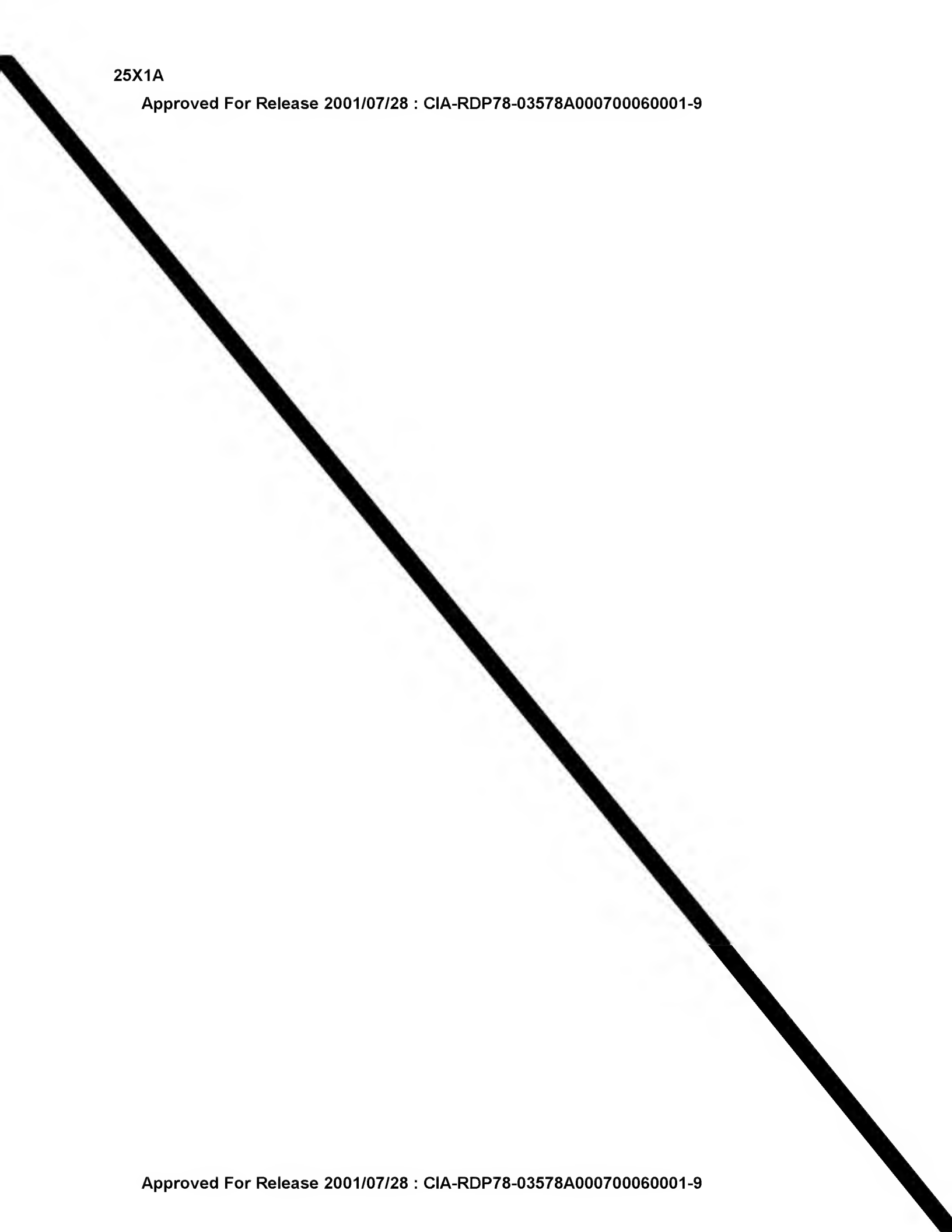
The Office of Personnel will maintain current rosters of graphic and photographic personnel and conduct a continuing study of the skills required and the logical course of professional development therein.

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B. Of the five groups of positions under consideration in this study, the Automatic Data Processing Group is the largest. This group also has more positions of greater responsibility and consequently more positions at higher grades than any of the other groups. A grade breakdown of Automatic Data Processing positions by major directorate is shown in Tab E.

C. Automatic Data Processing under current practice, and in the use of relatively recently developed equipment, is a comparatively new field. Competition for trained personnel at all levels exists to a very high degree both in industry and government. Training for Automatic Data Processing personnel, particularly at the middle and higher levels is lengthy, arduous and frequent in order to keep up with developments in this new and fast growing field. Ordinarily it is conducted outside the Agency, usually by the manufacturer of the basic equipment. In this transitional period the coordination of training in this field is extremely important. This, along with many other Agency-wide staff responsibilities have been placed with the CIA Automatic Data Processing Staff of the DD/S. Functional statement attached, (Tab F).

D. Currently available Automatic Data Processing equipment can be used for administrative purposes not previously possible with former equipment. It is believed that this type of expanded usage will continue as further technical developments are perfected.

E. In view of the growth taking place in the scope, importance and numbers of personnel in this field it is recommended that consideration be given to establishing a separate career service for Automatic Data Processing Personnel. It is believed that such action would effect more uniformity in the recruitment, training, promotion and development of ADP Personnel and would be the best method for obtaining their continued maximum utilization.

8. In reference (c) the DD/S suggests that you try to get the overall dimensions of the mobility of specialists problem and discuss it with him as a possibility for the agenda of the Career Development Board.

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Acting Chief, Plans Staff

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DExO/Pers

NO.

DATE

22 Mar 62

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED



*ABT*

*2 May*

*[Signature]*

I have briefed Mr. Echols on the substance of the attached paper and he has agreed to the proposal that it be referred to the Personnel Development Board for consideration. He would prefer to do this in advance of any discussion with Col. White on it.

4.

He asked if you would include it on the agenda for the next meeting of the Board and suggested that you might want to ask [redacted] to attend to present it.

5.

6.

Incidentally, based solely on a casual discussion, we feel that it is unlikely that the Personnel Development Board would agree to the recommendations made without modification. Mr. Echols has not endorsed the recommendations but does want to put them forward for discussion.

7.

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cc:

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